

# INSTRUCTIONS FOR COMPLETING THE PS APPLICATION

Applications will not be processed if instructions are not followed.

1. ALL APPLICATIONS MUST BE TYPED! Please include your first, middle and last name.
2. Enclose a photograph of yourself taken within the last six months.
3. A signed and notarized copy of the Rules of Professional Conduct must be included with your application.
4. Ask your five (5) references to type or print clearly with a ball-point pen when completing the form. Three must be current professional surveyors who are familiar with your work (not relatives and not members of this Board).
5. Complete the experience sheets fully –Board Members are not familiar with your work, so your experience must be judged and evaluated on the information you provide. Be as detailed, concise, and complete as possible. Please account for all time after the age of 18 or high school graduation. Please break down your work according to the column headings.  
NOTE: Experience sheets for Reinstatements should account for all time since DATE OF ORIGINAL ARKANSAS APPLICATION.
6. FEES:  
Make check payable to: Arkansas PE & PLS Fund.  
Application\*:  
Original: \$75.00  
Reciprocal/Comity (this includes the \$25 Law Exam Fee): \$200.00  
Examination\*:  
Professional Surveying Exam (NCEES 6 hr): \$150.00  
Arkansas two (2) hour Law Exam (retakes only): \$25.00  
\*The Application and examination fees must be submitted with your application. All payments shall be non-refundable, unless waived by Board action. After your application has been approved you will need to contact ELSSES to whom you will pay a \$70.00 fee for administration of the examination.
7. If you have attended any secondary educational institutions or correspondence courses, include a transcript from each institute or correspondence course being submitted.
8. Reciprocal applicants are required to take a two (2) hour Arkansas Law Exam. When your application has been approved by the Board, you will be notified of the time and place.
9. Examinations are given in APRIL and OCTOBER:  
Applications to be considered for the APRIL exam must be in the Board's Office complete by JANUARY 1<sup>st</sup>. This includes all five (5) references and verifications.  
Applications to be considered for the OCTOBER Exam must be in the Board's Office complete by JULY 1<sup>st</sup>. This includes all five (5) references and verifications.
10. It is the responsibility of the applicant to forward all references and verification forms to the appropriate parties. Please feel free to call the AR Board if you would like to check the status of your application. Do not call the Board for results of examinations. As soon as you are licensed, your name will appear on our roster at our website.
11. Please visit our home page at [www.arkansas.gov/pels](http://www.arkansas.gov/pels) or call our office at (501) 682-2824 for our physical street address. If overnighting your application packet, don't forget to provide our telephone number to the delivery company.

**IMPORTANT:** Information received after the deadline will be filed and the application will be retained until the next testing date.

# **General Requirements for Registration & Certification**

**May be viewed on  
our website:** [www.arkansas.gov/pels](http://www.arkansas.gov/pels)  
**Under State Laws and Rules  
Article 8**

## **Arkansas Surveyor Intern Applicants**

Please disregard the Board Verification Form. We will verify your Fundamentals of Surveying Exam. The Board verification form is for non-Arkansas Surveyor Interns.

## **Reciprocal Applicants**

If you have a National Council Record, please request that your record be transmitted to Arkansas. Then disregard these forms:

**Verification of College;** however, you must list them on the application form under COLLEGE EDUCATION.

Verification of FS & PS Exams

Experience Sheets  
(You may have no more than four (4) updates)

References

Arkansas requires five (5) references that are less than one year old. Please call NCEES, 864-654-6824, to make sure your references are within the current year. References included in your NCEES Council Record Form which are not current must use Arkansas' Reference Form. Note: you must also list your references on the application form under REFERENCES.

## **Reinstatement Applicants**

Call our office 501-682-2824 for information and fees  
You may disregard the following form:

Verification of College

Experience Sheets must cover the period from original application to date.